



PORTAGE COUNTY

MEETING MINUTES

FINANCE COMMITTEE

PORTAGE COUNTY ANNEX
CONFERENCE ROOMS 1 & 2
1462 STRONGS AVENUE
STEVENS POINT, WI 54481

Monday, October 9, 2023

4:00 PM

REMOTE ATTENDANCE & COMMENT

To attend this meeting by telephone : dial 1-872-242-7813 , after dialing the number you will then be asked to enter in a meeting number. Use the following meeting number: 821 793 826, then press #

To attend this meeting by video: [Click here to join the meeting](#)

CALL TO ORDER

The Finance Committee meeting was called to order at 04:00 PM

Members Present: Jeanne Dodge, Larry Raikowski, Dave Ladick, Julie Morrow, Scott Soik

Attending In-Person: Jeanne Dodge, Larry Raikowski, Dave Ladick, Julie Morrow, Scott Soik

Attending Online: None

Members Excused: None

Members Absent: None

PUBLIC NOTICE

Members of the public who wish to address the Committee on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the Committee Chair as set forth in Robert's Rules of Order.

No one from the public registered to address the Committee.

CORRESPONDENCE

1. Forward Analytics, 2024 Sales Tax Estimates

Director Jossie shared the correspondence.

APPROVAL OF MINUTES

2. September 11, 2023 Joint Meeting of Highway and Finance Committees Meeting Minutes

A motion was made by Dave Ladick, seconded by Jeanne Dodge, to approve the meeting minutes with correction to the adjournment to include motion from Highway and Finance separately. Motion to approve the meeting minutes carried by voice vote, with no negative votes.

3. September 11, 2023 Meeting Minutes

A motion was made by Scott Soik, seconded by Jeanne Dodge, to approve the meeting minutes . Motion to approve carried by voice vote, with no negative votes.

4. September 19, 2023 Joint Meeting of Human Resources and Finance Committees Meeting Minutes

A motion was made by Scott Soik, seconded by Dave Ladick, to approve the meeting minutes . Motion to approve carried by voice vote, with no negative votes.

REPORTS

5. Vendor Invoice Lists

The Vendor Invoices Lists were reviewed by the Committee.

6. Treasurer

Treasurer Przybelski updated the Committee on tax deed and delinquent parcels and courier services.

7. Information Technology

Director Gollnick provided an update on the new phone system and recent phone outages due to a fiber line disruption.

8. Purchasing

Director Schultz provided an update to the Committee on current procurements and RFP's.

9. Finance

Director Jossie provided an update on sales tax collections, vehicle registration collections, audit and single audit, SLFRF reporting, and collection agency procurement.

10. County Executive

Executive Pavelski updated the Committee on budget amendment reminders that any submitted require both a revenue and expense proposal, any amendment should balance.

DISCUSSION/POSSIBLE ACTION

11. Discussion/Possible Action Re: Special Meeting Attendance (Portage County Ordinance 3.1.47 & 3.1.48)

- Request for special meeting attendance
- Approval of attendance of special meetings
- Special meeting attendance reports

There were no requests for special meeting attendance.

12. Discussion and Possible Action on a Request by Ortho Molecular Products, 3017 Business Park Drive (Lots 68 & 70), for Waivers from Portage County Business Park Deed Restrictions and Protective Covenants Section XIII.C to temporarily allow a gravel parking lot, and Section IX.A to temporarily allow some of the stormwater runoff to not be retained and infiltrated on-site

A motion was made by Dave Ladick, seconded by Julie Morrow, to approve the waiver with a permanent lot in place by November 1, 2024. Motion to approve carried by voice vote (4-1, Soik).

13. Discussion and Possible Action regarding Resolution Authorizing 2023 Budget Amendments and Transfers

A motion was made by Julie Morrow, seconded by Dave Ladick, to approve the resolution and forward to County Board. Motion to approve the resolution carried by voice vote, with no negative votes.

14. Discussion and Review regarding 2024 Proposed County Budget

- Tax Levy
- Sales Tax Projections
- 2023 Budget Projections
- Fund Balance
- Publication - Legal Notice Requirement
- Budget Amendments and Committee Referrals

A copy of the County's proposed budget may be found on the website at the following address:

<https://wi-portagecounty.civicplus.com/240/Budgets>

Director Jossie discussed and reviewed the 2024 budget.

15. Discussion and Possible Action regarding Establishing Fund Balance Classifications as Required by GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions

A motion was made by Jeanne Dodge, seconded by Julie Morrow, to approve the resolution and forward to County Board. Motion to approve passed by voice vote, with no negative votes.

16. Discussion and Possible Action regarding Accounts Receivable Write-Offs

- Amounts less than \$20 (Notice only – previously authorized by Department Director)
- Amounts of \$20 - \$999 (Notice only – previously authorized by Finance Director)
- Amounts of \$1,000 - \$5,000

- Amounts over \$5,000

A motion was made by Dave Ladick, seconded by Jeanne Dodge, to approve amounts of \$1,000 - \$5,000. Motion to approve carried by voice vote, with no negative votes.

A motion was made by Julie Morrow, seconded by Dave Ladick, to approve amounts over \$5,000. Motion to approve carried by voice vote, with no negative votes.

NEXT MEETING DATE

17. October 23, 2023

ADJOURNMENT

A motion was made by Dave Ladick, seconded by Larry Raikowski, to adjourn. Motion carried by voice vote.
Meeting adjourned at 05:15 PM